



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

DepEd - Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: [Signature] No: 321  
DATE: 31 MAR 2025 TIME: 9:45

March 31, 2025

**DIVISION MEMORANDUM**

No. 321 s. 2025

**TRANSFER/REASSIGNMENT OF SCHOOL HEADS IN SDO CATANDUANES  
EFFECTIVE SY 2025-2026**

To: Assistant Schools Division Superintendent  
SGOD & CID CES and Personnel  
OSDS Unit Heads and Personnel  
Elementary & Secondary School Heads/TIC  
All Others Concerned

1. From the results of the recent Profiling of School Heads conducted by this Office through the SGOD-Planning and Research Unit, transfer/reassignment of school heads will be implemented in School Year 2025-2026, right after the lifting of the 2025 National and Local Election Ban on Transfers. The School Heads of Elementary Schools and School Principals of Secondary Schools are covered by this movement of personnel.
2. The following issuances are bases for the transfers/reassignment of School Heads:
  - a. Republic Act 9155, otherwise known as the Governance of Basic Education Act
  - b. DepEd Order No.7, s. 1999
  - c. DECS Service Manual 2000
3. Transfer of assignment will be compulsory for the following School Heads:
  - a. Those who have stayed in their current school assignment for four (4) years and above;
  - b. Those who are not yet four years and above in their current school but are affected by the transfers needed in order to comply with statutory requirements and issuances from the Central Office; and
  - c. Those that need to be transferred in exigency of service.
4. School Heads who are set to retire within six (6) months from the date of effectivity of reassignments (June 13, 2025), may request to be retained in their current school assignment provided that a Letter of Intent to Retire shall be submitted to the Office of the Schools Division Superintendent on or before April 15, 2025.
5. School Heads who have not served four (4) years in their current school will not yet be transferred, however if they are in circumstances that may necessitate their transfer, they may file their letter of transfer application along with supporting documents on or before April 15, 2025. It is requested that transfer application of school heads be placed in a blue folder.



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcanduanes.com / www.catanduanes.deped.gov.ph



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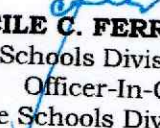
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6. The circumstances that may necessitate the transfer of the School Head prior to serving four (4) years in their station which may be considered by the top management are:

1. The School Head is a nursing mother (P.D. No. 603 <i>Child and Youth Welfare Code</i> )	1. Birth Certificate of the Child
2. The School Head's life is in danger due to armed conflict, hostilities, or other similar circumstances in the area where the school is located	1. Police/Barangay blotter, and 2. Certification from the MDDRMO or PNP on the current state of the area
3. The School Head is in poor health condition, as evidence by pertinent medical records to that effect	1. Medical Certificate issued by a physician within the last six (6) months

7. The Office highly discourages endorsements/petitions and other acts inconsistent with the provisions of DepEd Order No. 47, s. 2022 "Promotion of Professionalism in the Delivery of Basic Education Programs and Services and its Amendments in DepEd Order No. 49, s. 2022.

8. Wide dissemination and strict compliance to this memorandum are highly expected.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent